CVTF GRANTS

GUIDELINES AND INSTRUCTIONS FOR
APPLICATION REVIEW AND SCORING

General:

An application must be deemed ineligible for further review if <u>ANY</u> of the following requirements are <u>NOT</u> met:
1. Application received by or before the deadline? Yes ☐ No ☐
2. One original of the entire application w/ all required attachments was received? Yes ☐ No ☐
3. Eight copies of the complete application w/ all required attachments were received? Yes ☐ No ☐
4. Required forms—designed by CVTF—were submitted? Yes ☐ No ☐

An application may be deemed ineligible for further review if <u>ANY</u> of the following requirements are <u>NOT</u> met:

1. The application, including all forms, was typed on single-sided 8.5" by 11" white paper, double-spaced (unless otherwise noted in the Guidelines, Overview & Instructions) with one-inch margins, and in standard Times New Roman font no smaller than 11-point size; no deviations, including all caps, all bold, all italics, etc; and no binding or stapling of any part of the application? Yes ☐ No ☐
2. Evaluation instrument(s)/ tool(s) [(or, note on vendor's letterhead regarding the proprietary nature of the instrument(s)/ tool(s)] and assessment method were provided? Yes ☐ No ☐

Reviewers must read each application in its entirety (excluding the budget and budget/financial documents). However, reviewers must not read or evaluate applications beyond the 12th page of the Application Narrative. Note: the budget and budget/financial documents will be reviewed by CVTF staff and the Grants Management Committee chair. The budget narrative will not be read or evaluated beyond the 6th page. Failing budgets must be discussed by a quorum of the Grants Management Committee.

CVTF Grant Rating Instrument:

Reviewers will evaluate each applicant in six (6) categories—Title Page, et. al; Agency Description; Community Description; Program Description; Evaluation Plan; and CVTF Promotion Plan—using the *CVTF Grant Rating Instrument*.

Evaluate each application according to the criteria listed for each category. Assign each category a point value corresponding to Exemplary, Adequate, Needs Improvement or Fails. The values for each category are clearly noted on the rating instrument. As such, scores for each category must not be adjusted.

The score should reflect the content and the quality of each category. Further, written comments should support scores given for each category.

CVTF Grant Summary Score Sheet:

The *CVTF Grant Summary Score Sheet* must be completed in its entirety.

After point values are assigned to each category, record the point values on the *CVTF Grant Summary Score Sheet*. Add all category totals and record the Total Points. The maximum point value is 120 points. An average score ranges from 99 - 119 points. A breakdown of the full range of scores follows:

100 - 120: EXEMPLARY—outstanding or exceptional

99 - 119: ADEQUATE—average; complete but nothing exceptional

78 - 98: NEEDS IMPROVEMENT—below average, inadequate or incomplete; some elements may be missing

0 - 77: FAILS: missing components

A schedule (*) for calculating award amounts follows. Applications receiving 77 or less points are not eligible for funding.

FUNDING CALCULATOR

Points assessed for grant scoring sheet	Percentage of Funding
100 - 120 points	minimum 90% up to 100%
99 - 119 points	minimum 80% up to 100%
78 – 98 points	minimum 60% up to 100%
77 or less	No funding

(*) Funding is dependent upon availability.

CVTF GRANT SUMMARY SCORE SHEET

Grant Applicant:_____

Name of Project/ Program:_____

Conflict of Interest (check one): Yes _____ No _____

Type of Prevention Approach (check one): Primary _____ Secondary _____ Tertiary_____

Total Points:_____ Funding Percentile (1):_____

Funding Requested:_____ Funding Awarded (2):_____

Past Funding History Notes:_____

Reviewer's Name:_____ Reviewer's Signature/Date:_____

Points Assigned by Category:

Title Page, Checklist, Statement of Cooperation
And Assurances, Agency Data Sheet, Project/ Program
Information Sheet, Attachments and Format (max: 5 points):   _____

Agency Description (max: 15 points):   _____

Community Description (max: 15 points):   _____

Program Description (max: 40 points):   _____

Evaluation Plan (max: 30 points):   _____

CVTF Promotion Plan (max: 15 points):   _____

TOTAL POINTS (max: 120 points ~~max~~)   _____

Budget Documents--   Pass _____   Fail _____
Anticipated Project Revenue Detail; Budget Plan or Budget Narrative

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100 – 120 points: Highly recommended for funding (minimum 90% up to 100%)
 99 – 119 points: Recommended for funding (minimum 80% up to 100%)
 78 – 98 points: Recommended for funding with revisions (minimum 60% up to 100%)
  0 – 77 points: Not recommended for funding (no funding)

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(1) Takes into account 'Fail' score on Budget documents. (Note: The decision to reduce funding based on a failing budget score must be brought before a quorum of the Grants Management Committee for discussion.

- Applications with a failing budget score will have their funding reduced by one funding percentile.

(2) Funding is dependent upon availability.

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CVTF GRANT RATING INSTRUMENT—Application Narrative Review

NAME OF APPLICANT _____REVIEWER _____

#1—Title Page, Checklist, Statement Of Cooperation and Assurances, Agency Data Sheet, Project/ Program Information Sheet, Required Attachments and Format	SCORE

EXEMPLARY 5 points

- ☐ All components are present and submitted in required order
- ☐ All formatting guidelines have been followed
- ☐ Application Narrative does not exceed 12 pages
- ☐ Budget Narrative does not exceed 6 pages

ADEQUATE 3 points

- ☐ Title Page may be incomplete, but all components are submitted in required order
- ☐ Statement of Cooperation and Assurances is complete and signed
- ☐ Agency Data Sheet is complete
- ☐ Project/ Program Information Sheet is complete
- ☐ All formatting guidelines have been followed
- ☐ All required attachments are present
- ☐ Application Narrative does not exceed 12 pages
- ☐ Budget Narrative does not exceed 6 pages

NEEDS IMPROVEMENT 1 point

- ☐ Title Page, Agency Data Sheet and/ or Project/ Program Information Sheet is incomplete or components are not submitted in required order
- ☐ Statement of Cooperation and Assurances is incomplete and/ or unsigned
- ☐ Up to 2 formatting guidelines have not been followed
- ☐ Some required attachments are missing
- ☐ Application Narrative is 12¼ to 12½ pages
- ☐ Budget Narrative is 6¼ to 6½ pages

FAILS 0 points

- ☐ Title Page, Statement of Cooperation and Assurances, Agency Data Sheet and/ or Project/ Program Information Sheet is missing and/ or incomplete and components are not submitted in required order
- ☐ More than 3 formatting guidelines have not been followed
- ☐ All or some of the required attachments are missing
- ☐ Application Narrative is more than 12½ pages
- ☐ Budget Narrative is more than 6½ pages

Appendix A—Required Attachments:

- ☐ Evidence of 501 (C) (3) or other non-profit/public status (i.e. IRS determination)
- ☐ List of Current Board Members with affiliations
- ☐ Agency Staffing Chart or other Personnel Diagram
- ☐ Agency Audit or year end financial statement for last completed fiscal year
- ☐ CV/ Resume of Agency Director
- ☐ Job descriptions and qualifications for each positions involved in the proposed child sexual abuse prevention program
- ☐ CV(s)/ Resume(s) of all Staff who will be working in the proposed child sexual abuse prevention program
- ☐ Letters from collaborative partners on partner's letterhead
- ☐ Letters of Agreement for consultant and/or contractual services on vendor's letterhead
- ☐ Copy of equipment price quote(s) on vendor's letterhead
- ☐ Copy of materials price quote(s) on vendor's letterhead

Appendix B—Required Attachments:

- ☐ Project/ Program curriculum being proposed (if applicable)
- ☐ Evaluation instrument(s) or tool(s)
- ☐ Copy of Agency and Project/ Program publications (i.e. brochure, newsletter, web page, etc.)

Application Format (unless otherwise noted in the Guidelines, Overview & Instructions):

- ☐ White, 8 ½" by 11" paper
- ☐ Typed, double-spaced, single-sided
- ☐ Times New Roman font no smaller than 11-pt.
- ☐ Type is neither all bold nor all capitalization, nor all italics
- ☐ 1" margins—left, right, top and bottom
- ☐ Page headers appear in upper right-hand corner of each page
- ☐ No binding or staples
- ☐ Required section headings in Application Narrative
- ☐ Required section headings in Budget Narrative
- ☐ Application documents submitted in required order

Application Narrative: *the information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's score.*
#2—Agency Description: Mark as Present and clear (P), Unclear (U) or Missing (M).

The Agency Description provides an overview of the organization and its ability to support
child sexual abuse prevention programming. The description must include, at a minimum, what is set forth
below:

☐ The agency mission statement or purpose.

☐ A brief history of the agency including

    __ Past or present services offered.

    __ Population the agency generally serves.

☐ A description of the board of directors, including

    __ How each board member is representative of the community.

    __ Statistics regarding minority, ethnic and gender representation on the board.

☐ A description of the paid staff positions in the area related to child sexual abuse prevention programming
(child abuse services, prevention services, etc.) including

    __ Screening.

    __ Training content and duration.

    __ AOC Criminal background checks.

    __ Central Registry Check (CA/N) background checks (if applicable).

☐ A description of the agency's past or present use of independent contractors and volunteers, including

    __ Screening.

    __ Training content and duration.

    __ AOC Criminal background checks.

    __ Central Registry Check (CA/N) background checks (if applicable).

☐ A description of the specific programs the agency has conducted in the past that are similar to/ related to
child sexual abuse prevention, e.g., any child sexual abuse prevention programs, any other
types of prevention programs, any other types of child sexual abuse services, awareness efforts, outreach
or education efforts, etc.

Qualifiers and Points

- Exemplary (15 points): All components are present and clear.
- Adequate (10 points): All components are present, but some are unclear.
- Needs Improvement (5 points): All components are present, but up to 3 components have elements missing.
- Fails (0 points): At least 1 component is missing or more than 3 components have elements missing.

Score = _____

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#3—Community Description: Mark as Present and clear (P), Unclear (U) or Missing (M).

The Community Description provides a broad overview of the community. The description must include, at a minimum, what is set forth below.

☐ Geography: A brief description of the community's geographic area(s), including:

    __ County seats.

    __ Community resources/services related to child sexual abuse/ child abuse prevention.

    __ Whether the community is urban or rural, etc.

☐ Population: A description of the population, including:

    __ Demographics

      __ Socioeconomic, educational and occupational characteristics

      __ Source of the local data and the year the data was collected.

    __ Ethnic, racial, and cultural characteristics

      __ Source of the local data and the year the data was collected.

☐ Resources: A description of the other agencies, groups and professionals in the community that work in the area of child sexual abuse prevention or related areas, including:

    __ Names of agencies, groups and professionals.

    __ Services/ activities provided by other agencies, groups and professionals.

    __ A description of how the agency coordinates related efforts.

Qualifiers and Points

- Exemplary (15 points): All components are present and clear.
- Adequate (10 points): All components are present, but some are unclear.
- Needs Improvement (5 points): All components are present, but up to 2 components have elements missing.
- Fails (0 points): At least 1 component is missing or more than 2 components have elements missing.

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#4—Program Description: Mark as Present and clear (P), Unclear (U) or Missing (M).

The Program Description provides information about the project/ program and must demonstrate the agency's understanding of and ability to implement the proposed prevention project/ program. The description must include, at a minimum, what is set forth below.

☐ Brief description of the project/ program including:

    __ Type of prevention (primary, secondary, tertiary).

    __ Explains the rationale for the project/ program.

    __ How the program is different from other child sexual abuse prevention programs being provided in the area.

    __ Gaps in services.

    __ How the project/ program is innovative or new (if applicable).

    __ Project/ program Goals and Objectives. Lists <u>and</u> explains the project/ program goals and objectives. (A goal is a long-term outcome that is expected from the project/ program. An objective is a specific activity used to reach a goal.)

    __ Specifics about the target population for this project/ program.

    __ Why the target population was chosen.

    __ Evidence that the agency has access to the target population.

    __ Particular risk, protective and/or vulnerability factors established as contributors to the problem.

    __ For the target population indicate

        __ Age, gender, ethnic, racial, cultural, and socioeconomic characteristics.

        __ Special needs, etc., as appropriate for the prevention approach.

        __ Data source and the year the local data was collected. (***The use of local data is required***).

    __ Clear explanation of how the project/ program meets the specific needs of the target population.

    __ Demonstrates how the project/ program will prevent child sexual abuse and/ or exploitation in the target population.

☐ A comprehensive description of the project/ program including:

    __ Content covered.

    __ Learning goals and objectives.

    __ Evidence of consistency with current research, literature and best practices.

    __ Source of the research, literature, etc., and the year of publication for ***each*** source.

    __ Explanation of why the project/ program is developmentally appropriate for the target population.

    __ Explanation of how the project/ program is sensitive to multicultural, audiences, as appropriate.

☐ A description of the project/ program delivery including:

    __ Location(s)/ venue(s) for project/ program delivery

    __ Plan for the target population to receive multiple exposures to the project/ program content <u>and</u> the duration of the exposure.

    __ Any interactive formats and parent and Internet components.

    __ Current barriers that prevent the target population from accessing the proposed services and what will be done to overcome these barriers (if applicable). Examples include, but are not limited to

transportation and child care).

☐ A description of the available resources including:

    __ Who will implement the project/ program.

    __ Training that staff, volunteers and/ or consultants will receive. Indicates

        __ Specific activities.

        __ Hours involved.

        __ Curriculum and materials to be used.

        __ Who will provide the training.

    __ Process of ongoing supervision of staff, volunteers and/ or consultants.

    __ Indicates who will supervise staff, volunteers and/ or consultants.

    __ Training of any other involved parties (i.e. teachers, group leaders, parents, etc.). Indicates

        __ Specific activities.

        __ Hours involved.

        __ Curriculum and materials to be used.

        __ Who will provide the training.

    __ Collaboration or coordination with other agencies/ groups.

        __ Description of activities that will support networking and synergy between agencies/groups that provide or support child sexual abuse prevention activities.

        __ Identification of the collaborative partners.

            __ Description of their activities integral to the project/ program.

            __ Letters of commitment from community partners – on their letterhead – demonstrating community collaboration in the agency's child sexual abuse prevention program. The letters *must* address the specific collaborative activities that will occur between July 1, and June 30, of the funding year.

☐ A description of the timetable including how the project/ program will be implemented throughout the 12-month funding period.

Qualifiers and Points

- Exemplary (40 points): All components are present and clear.
- Adequate (30 points): All components are present, but some are unclear.
- Needs Improvement (15 points): All components are present, but up to 10 elements are missing.
- Fails (0 points): At least one component is missing, or more than 10 elements are missing.

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#5—Evaluation Plan: Mark as Present and clear (P), Unclear (U) or Missing (M).

The Evaluation Plan must include:

_____ Information about how the agency will evaluate and assess project/ program goals and objectives.

_____ A description of the evaluation instrument(s) or assessment methods.

_____ An outline of the timeframe for evaluation/ assessment.

_____ An explanation of the measures of success.

Qualifiers and Points

- Exemplary (30 points): All components are present and clear.
- Adequate (15 points): All components are present, but some are unclear.
- Needs Improvement (5 points): All components are present, but up to 3 elements are missing.
- Fails (0 points): At least 1 component is missing, or more than 3 elements are missing.

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#6—CVTF Promotion Plan: Mark as Present and clear (P), Unclear (U) or Missing (M).

The CVTF Promotion Plan provides information about the applicant's strategy for promoting and publicizing the CVTF. The CVTF promotion plan must, at a minimum, include:

_____ A description of the plan to include the CVTF logo and information about the CVTF income tax refund check-off and "I Care About Kids" license plate in all published materials including brochures, newsletters, posters, Web sites, radio and television media, etc.

_____ A description of the plan to distribute CVTF posters and brochures in the agency's service area.

Qualifiers and Points

- Exemplary (15 points): All components are present and clear.
- Adequate (10 points): All components are presents, but some are unclear.
- Needs Improvement (5 points): All components are present, but 1 element is missing.
- Fails (0 points): At least one component is missing, or 2 or more elements are missing.

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CVTF GRANT RATING INSTRUMENT—Budget Review

NAME OF APPLICANT _____REVIEWER _____

Anticipated Project Revenue Detail (APRD)—Breakdown by Source Form, Budget Plan and Budget Narrative	**RATING**

EXEMPLARY	Pass/No revisions needed

- All components are present:
- ☐ Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ Match requirement is accurate
  - ‗ Indicates committed or potential funding
  - ‗ All grids are complete

- ☐ Budget Plan
  - ‗ Name of Agency, Name of Project/ program and Budget Period are included
  - ‗ All grids are complete (as appropriate)
  - ‗ Anticipated Project Revenue equals the grand total on the Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ CVTF Grant, Cash Match and In-Kind Match amounts are recorded in the appropriate columns
  - ‗ All subtotals and grand totals are mathematically correct
  - ‗ Includes AOC background check expense (if applicable)

- ☐ Calculations/ totals are consistent between the APRD, Budget Plan and Budget Narrative.

ADEQUATE	Pass/Minor revisions needed

- All components are present, but 1 element is incomplete and/ or incorrect:
- ☐ Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ Match requirement is accurate
  - ‗ Funding is not identified as committed or potential
  - ‗ Sub-total grids are incomplete

- ☐ Budget Plan
  - ‗ Name of Agency, Name of Project/ program and Budget Period are included
  - ‗ All grids are complete (as appropriate)
  - ‗ Anticipated Project Revenue equals the grand total on the Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ CVTF Grant, Cash Match and In-Kind Match amounts are recorded in the appropriate columns
  - ‗ Some subtotals may be mathematically incorrect; but, all grand totals are mathematically correct
  - ‗ May have forgotten AOC background check expense (if applicable)

- ☐ Calculations/ totals are consistent between the APRD, Budget Plan and Budget Narrative.

NEEDS IMPROVEMENT	Fail/Major revisions needed

- All components are present, but 2 elements are incomplete and/ or incorrect:
- ☐ Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ Match requirement is inaccurate
  - ‗ Sub-total grids are incomplete

- ☐ Budget Plan
  - ‗ Name of Agency, Name of Project/ program and Budget Period are included; but, Budget Period is inconsistent with the CVTF grant period
  - ‗ Grid sections are incomplete
  - ‗ Anticipated Project Revenue does not equal the grand total on the Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ CVTF Grant, Cash Match and In-Kind Match amounts are not recorded in the appropriate columns
  - ‗ Some subtotals and some grand totals are mathematically incorrect or calculations are missing
  - ‗ May have forgotten AOC background check expense (if applicable)

- ☐ Calculations/ totals are not consistent between the APRD, Budget Plan and Budget Narrative.

FAILS	Fail

- At least one component is missing, or 3 or more elements are incomplete and/ or incorrect:
- ☐ Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ Match requirement is inaccurate
  - ‗ Sub-total grids are incomplete

- ☐ Budget plan
  - ‗ Name of Agency and/ or Name of Project/ program are incomplete and Budget Period is inconsistent with the CVTF grant period
  - ‗ Grid sections are incomplete
  - ‗ Anticipated Project Revenue does not equal the grand total on the Anticipated Project Revenue Detail—Breakdown by Source Form
  - ‗ CVTF Grant, Cash Match and In-Kind Match amounts are not recorded in the appropriate columns
  - ‗ Some subtotals and some grand totals are mathematically incorrect and/ or missing and some calculations are missing
  - ‗ May have forgotten AOC background check expense (if applicable)

- ☐ Calculations/ totals are not consistent between the APRD, Budget Plan and Budget Narrative.

Budget Narrative: The Budget Narrative must provide a comprehensive understanding of how the CVTF grant, cash match and in-kind match have been determined and how the funds will be spent. In every category the applicant must itemize each expense and show the mathematical calculation. Applicants must also provide sufficient detail to facilitate the Board's determination regarding the relevance of the expenditure to the project/ program.

The information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's rating.

#1—Staff Salaries: Mark as Present and clear (P), Unclear (U) or Missing (M).

☐ List the monetary value for each full or part-time employee working on the project/ program, including the method of determining compensation and rate.

     __ Each staff salary should be determined by multiplying the individual's base salary by the percent of estimated time the individual will spend on the child sexual abuse prevention project/ program.

     __ Each mathematical calculation must be reflected.

     ___ The percentage used to pro-rate each salary must be clearly indicated.

☐ The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the prevention role is unavailable from any other source.

     __ Requests for current positions or to reinstate positions that have been eliminated as a result of budget cuts must be clearly explained.

     __ Applicants must definitively state the need for funding for salaries.

     __ Applicants must explain the lack of alternative funding sources.

☐ List the number of volunteers, the estimated time contributed to the project/ program and the approximate value of their time.

     __ Each volunteer need not be listed separately if amounts of time and rates are identical for each. However, the mathematical calculation(s) must be reflected.

☐ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#2—Staff Fringe Benefits: Mark as Present and clear (P), Unclear (U), Disallowed but present (D) or Missing (M).

☐ Itemize the cost of each fringe benefit and pro-rate the amount if the employee will spend only part of his or her time on the child sexual abuse prevention project/ program.

      __ Pro-rate the amount if the employee will spend only part of his or her time on the child sexual abuse prevention project/ program.

      __ The percentage used to pro-rate each fringe benefit must be clearly indicated.

      ___ The percentage used to pro-rate each salary must be clearly indicated.

☐ Each item must be listed separately.

☐ Each mathematical calculation must be reflected.

☐ The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the prevention role is unavailable from any other source.

      __ Applicants must definitively state the need for funding for benefits.

      __ Applicants must explain the lack of alternative funding sources.

      __ CVTF will NOT fund, or consider as a match, holiday pay or benefits for part-time staff or volunteers.

☐ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#3—Consultant/ Contractual Services: Mark as Present and clear (P), Unclear (U) or Missing (M).

_____ List and describe the services to be provided and include the dollar value of the compensation/cost.

_____ Each item must be listed separately.

_____ Each mathematical calculation must be reflected.

_____ A letter of agreement on vendor's letterhead must be included for each consultant/ contractual service to be considered for funding.

_____ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#4—Training and Travel: Mark as Present and clear (P), Unclear (U) or Missing (M).

☐ Discuss any anticipated training:

　　__ Identify the name of the organization providing the training.

　　__ Identify the purpose and relationship to the proposed prevention program.

　　__ Identify the number of individuals for whom the training is requested.

　　__ Include the mathematical calculation for each itemized expense.

☐ Discuss any projected travel and include, at a minimum:

　　__ The purpose of the trip and destination (Travel expenses—including mileage expenses—**must** identify the actual and/ or potential destinations).

　　__ Total round trip miles (Travel expenses—including mileage expenses—**must** identify the actual and/ or potential destinations).

　　__ Per diem costs (i.e. meals, hotel lodging).

　　__ Number of individuals for whom funds are requested.

☐ Mileage reimbursement may not exceed the mileage rate of 40 cents per mile.

☐ The Board expects that staff will carpool as much as possible.   Individual reimbursements to the same destination must be clearly explained.

☐ Overnight travel must be clearly justified as part of the program.

☐ Out-of-state travel must be clearly justified. Any out-of-state travel must be specifically described as training that is not available in-state.

☐ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#5—Operational Expenses: Mark as Present and clear (P), Unclear (U) or Missing (M).

_____ List each item separately.

_____ Include how amounts for each item were pro-rated.

_____ Include the mathematical calculation for each itemized expense.

_____ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#6—Equipment: Mark as Present and clear (P), Unclear (U) or Missing (M).	

_____ List each item separately.

_____ Include how amounts for each item were pro-rated.

_____ Include the mathematical calculation for each itemized expense.

_____ Amounts must be prorated to reflect only the proportionate amount that will be used for the prevention program.

_____ The application package must include copies of price quotes on vendor's letterhead. Equipment will not be considered for funding without a price quote on vendor's letterhead.

_____ Applicants must definitively state the need for funding for equipment.

_____ Applicants must explain the lack of alternative funding sources.

_____ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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#7—Materials: Mark as Present and clear (P), Unclear (U) or Missing (M).

_____ List each item separately.

_____ Include the mathematical calculation for each itemized expense. These figures should be based on real costs of said materials, not vague estimates.

_____ The application package must include copies of price quotes on vendor's letterhead. Materials will not be considered for funding without a price quote on vendor's letterhead.

_____ The section adheres to formatting guidelines.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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Sustaining the Program: Mark as Present and clear (P), Unclear (U) or Missing (M).

☐   Describes the plans and capacity to sustain the project/ program beyond the CVTF grant. The plan must, at a minimum, include:

       __ Strategy to broaden financial support

☐   Explains how the agency would implement the project/ program with reduced CVTF funding.

☐   The section adheres to formatting guidelines.

    Note: If approved for funding, CVTF may fund less than 100% of an agency's request. As such, CVTF requires information about the agency's ability to implement its project/ program with reduced CVTF funding.

Qualifiers and Ratings

- Exemplary (Pass/ No Revisions Needed): All components are present and clear.
- Adequate (Pass/ Minor Revisions Needed): All components are present, but some are unclear or incomplete.
- Needs Improvement (Fail/ Major Revisions Needed): All components are present, but some are unclear, incorrect or incomplete and up to 5 elements are missing.
- Fails (Fail): At least one component is missing or more than 5 elements are missing.

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